MSC Member Library Guide to the 007 Field

Introduction to MSC Admin Changes to the 007 tag

Use MARC tag 007 to code the physical characteristics of an item (e.g. electronic resource, globe, motion picture, sound recording, kit, map, video recording, microform, tactile material, notated music, text, etc.)

Enterprise uses the 007 to determine the display icon for Format and to determine the options in the Format facet. The 007 is not needed for equipment or regular monographs. The facets and icons for these are determined from the Leader.

MSC Admin and other member volunteers will be extracting MARC records lacking 007s for non-book items, editing those records to include correct 007s, removing GMDs (General Material Designations) from the 245 field, and reloading the amended MARC records back into Symphony. This process will allow the MSC to comply with the OCLC sunset for the GMD of March 31, 2016, while ensuring proper format and facet display for staff and patrons in Enterprise.

What to do if you encounter a record in WorkFlows without a 007

You may add the appropriate data in the 007 field to reflect the physical characteristics of the item. General information about the 007 can be found on OCLC's 007 Introduction page, specific information broken down by bytes and subfields can be found in the Field 007 Values table. See instructions below.

Remember that existing records in the MSC are being updated in batch by MSC Admin and that you do not have to fix every record you encounter that lacks the proper field. For specific errors you may want to alert MSC Admin by opening a ticket, or contact your cataloging mentor.

What to do if you encounter a title in Enterprise with the wrong format icon

Enterprise titles displaying the incorrect format icon either have no 007, multiple 007s, or an incorrect 007. To edit these records please insert the appropriate 007 field data.

Just as above, these records will be fixed in batch by MSC Admin, but for immediate assistance contact MSC Admin by opening a ticket, or contact your cataloging mentor.

What to do if you can't find a good record in OCLC with a 007
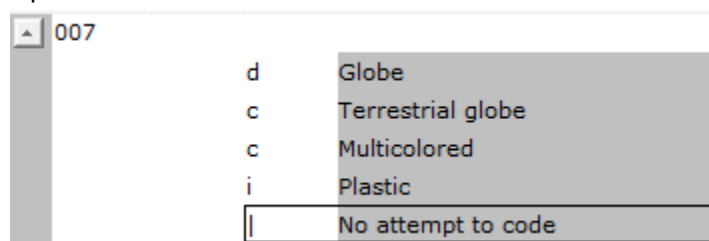
Whenever possible select records in OCLC that contain 007s for non-book materials. If the 007 is not available in a record of good quality, you should privilege the best record and add the 007 during the Capture process in SmartPort. There may be other records in OCLC that have a proper 007 but are not of good quality. Feel free to copy the 007 from these records and add it to the record you are bringing in. If no records for your item have 007s refer to OCLC's 007 Introduction page and follow recommendations for bytes and subfields in the Field 007 Values table. See instructions below for adding appropriate 007s.

How to Add a 007 field: The Basics

The 007 has 15 physical characteristics for which it can code, each of these has its own position or byte character that goes in the subfield a. Because 007 is a fixed field the subfields are not delimited with a | character and subfield code, but instead are typed out in one long sequence as with the Leader.

Each 007 can have up to 17 bytes, but not all are required depending on the material. Enterprise will read just the first 2 bytes. When you enter 007 into the tag space in the Modify Title Wizard or the Capture screen of SmartPort you will be able to select the text and accompanying byte, you will not have to memorize these.

For instance, if the item is a globe it will have "d" in the subfield a. Other information may be added as follows: subfield b/byte 1 "a" for Terrestrial globe, subfield d/byte 3 "c" for multicolored, subfield e/byte 4 "i" for plastic.

(expanded view in Capture screen of SmartPort or Modify Title Wizard)

(collapsed view in Call Number and item Maintenance)

Special consideration for Large Print books

All large print books can be coded "007 tb" where "t" is text and "b" is large print. No other byte information is required for MARC standards or Enterprise.

Special consideration for Electronic Resources

All downloadble e-books and audiobooks will be coded "007 cr" where "c" is electronic resource and "r" is remote (meaning it is on a remote server, probably for OverDrive). Because Enterprise only looks at the first two bytes, the 007 will not code for the distinction between eBook and e-Audiobook. For downloadable audiobooks you can insert "007 sz uunnnn|||eu" (this basically means that it is a digital sound recording) above the "007 cr" and the format will display as Sound Recording. This is not exactly the same as the format being an e-Audiobook, but because the URL to download this item will be right below the format icon and the call number is AUDIO, it will be easier to train patrons that this is a downloadable audiobook. EBooks will remain as only "007 cr."

What to do if you are creating brief or local records in the MSC (kits, equipment, ILLs)

All Kits should be coded "007 o" no other information is required. All equipment (including ereaders), Interlibrary Loan brief records, and realia should not have a 007.

Helpful OCLC links 007 Introduction page and Field 007 Values table.

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